



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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July 20, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**DEPARTMENT OF PARKS AND RECREATION:
PARKS MODULAR REFURBISHMENT PROJECT
AT EAST AGENCY YARDS
ESTABLISH PROJECT SCOPE AND APPROVE PROJECT BUDGET
CAPITAL PROJECT NO. 86935
(FIRST DISTRICT) (3 VOTES)**

SUBJECT

Approval of the recommended actions will approve the project scope of work and project budget, and authorize the Department of Parks and Recreation to complete design and construction of the Regional Facilities Modular Refurbishment Project at East Agency Yards.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the proposed project is exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the project.
2. Approve the project, including the scope of work and the total project budget of \$1,126,000 for the Regional Facilities Agency Headquarters Modular Refurbishment Project, Capital Project No. 86935.
3. Approve and authorize the Internal Services Department, as the County's purchasing agent, to issue a purchase order for the installation of 10 modular buildings configured to form one structure at the location.

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First District

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Third District

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4. Authorize the Director of the Department of Parks and Recreation to complete a portion of the Regional Facilities Modular Refurbishment Project through a Board-approved Job Order Contract.

PURPOSE /JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find that the proposed Parks Modular Refurbishment Project is exempt from the California Environmental Quality Act (CEQA) and allow the Department of Parks and Recreation (Department) to proceed with design work and complete the construction for the relocation of modular buildings salvaged from LAC-USC General Hospital Construction Project to be re-utilized as Administrative Offices for the Department's Regional Facilities Agency.

In Fiscal Year 2002-03, the Department formed the Regional Facilities Agency to manage operations and maintenance of the Department's regional parks, natural areas and wildflower sanctuaries, botanical gardens and recreational trails. Since the reorganization, staff and managers of the Regional Facilities Agency have shared existing offices and maintenance facilities with staff and managers of local parks throughout the County, in addition to leased office space shared with the Internal Services Department (ISD) located in Monrovia.

The installation and refurbishment of the modular buildings and related improvements will provide an administrative headquarters for Regional Facilities Agency, staff and improve efficiencies in administrative and field operations. It is estimated that the building will accommodate 30 staff.

The project includes a complete remodel and refurbishment of ten existing modular units currently vacant and located at the East Agency Yards, 265 Cloverleaf Drive, Baldwin Park, 91706. The proposed project consists of design and construction of permanent footing, utility services connection, and installation and renovation of ten existing modular units, which will be configured as an 8,400 square-foot single structure with the approximate dimensions of 120 feet by 70 feet as previously assembled at LAC-USC General Hospital. Tenant improvements to include new office space, doors, paint, flooring, and all finishes with three access points with one being ADA compliant. In addition, there will be a men's and women's restrooms and a kitchenette. The contractor will provide a finished building ready for inhabitation. The contractor shall provide all plans, specifications, permits, and fees to complete the project. The construction of permanent footing, installation and the refurbishment of interior and exterior of the modular structure will be completed through a Purchase Order Contract through ISD's procurement process.

Additional site improvements will be accomplished with the use of a Job Order Contract (JOC), which include parking lot repairs, striping to accommodate staff vehicles and emergency access, storage area for Regional's Crafts to include wood storage racks, three small shed buildings adjacent to the new offices for material protection with approximately 20 feet x 20 feet each and additional storage capacity within the existing Crafts' yard.

The project also includes the connection of all utility services such as electrical, water, sewer, and telephone/data. The connection to existing sewer and water systems will be completed by the Department's Building Crafts' staff; Park's Project Management will coordinate electrical connections to the building with Southern California Edison with electrical craft support.

All construction will be managed by the Department.

Implementation of Strategic Plan Goals

The recommended actions meet the Board approved County Strategic Plan Goals of Operational Effectiveness (Goal 1), by centralizing key administrative functions and completing the work in the most efficient and cost-effective manner.

FISCAL IMPACT/FINANCING

The total project cost estimate of \$1,126,000 includes \$902,000 for construction contract, JOC, change orders and Civic Arts fee, \$126,000 for Consultant Services, and \$98,000 for County Services, which includes Project Management and Administration. The Project Schedule and Budget Summary are included in Attachment I.

Funding for the project consists of \$26,000 net County cost and \$1,100,000 Vehicle License Fee Gap Loan fund (VLF). Sufficient funds are available in the Fiscal Year 2010-11 Capital Projects/Refurbishments Budget, under Capital Project No. 86935.

Operating Budget Impact

Based on the project description, the Department anticipates ongoing operating costs of approximately \$3,500 annually for utilities. However, this will be fully offset by the savings generated from transportation costs reduction by centralizing Regional Facilities operations and staffing, and eliminating a current lease with ISD. The Department expects to absorb this cost and any additional operating costs related to this project within its existing operating budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Regional Facilities Modular Refurbishment Project will establish a headquarters for Regional Facilities Administration and Facilities Operations and Crafts to consolidate its operations. Currently, the Facilities Operations and Crafts and the Project Management Section operates out of a leased satellite office in Monrovia. The consolidation of the Regional Facilities administrative and operations management staff will provide a more effective means to efficiently administer, manage, and support the Regional Parks.

Pursuant to your Board's Civic Art Policy, adopted December 7, 2004, and subsequently revised on November 5, 2008, the Parks Modular Refurbishment Project (Capital Project No. 86935) budget includes one percent of design and construction costs to be allocated to the Civic Art Fund.

ENVIRONMENTAL DOCUMENTATION

The proposed Parks Modular Refurbishment Project is categorically exempt from the provisions of California Environmental Quality Act (CEQA). The project consists of relocation and internal/external modification of existing structures to an existing facility, conversion of small structures and installation of a limited number of new small structures, construction of utility extensions, and improvements to the existing parking lot, including repairs and the addition of striping storage area for Regional's Crafts to include wood storage racks, three small sheds adjacent to the new offices for material protection approximately 20 feet x 20 feet each and additional storage capacity within the existing Crafts' yard, therefore, within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets the criteria set forth in Sections 15303, of the State CEQA Guidelines and Class 3(a)(b)(d) and (k) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G, which involves new construction or conversion of small structures as well as Section 15311 of the State CEQA Guidelines and Class 11 (a)(c)(f) and (h) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. which applies to accessory structures.

In addition, the project is not located in a sensitive environment, and there are no cumulative impacts, unusual circumstances or other limiting factors that would make the exemptions inapplicable based on the project records. The proposed site is with an asphalt parking and storage area within the East Agency Yards.

Upon your Board's approval of the project, the Department will file a Notice of Exemption with the County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

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CONTRACTING PROCESS

The proposed project will be accomplished through ISD's Procurement process and the Department's JOC program and the project will be managed by the Department's Construction Division of Regional Facilities Agency.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these actions will have a positive impact on the Regional Facilities Agency's coordination, management, deferred maintenance, and operation of the Regional Parks. The proposed project is estimated to be completed within 18 months. Activities required to complete the work will be scheduled to ensure minimal or no negative impact on ongoing services at the East Agency Yards.

CONCLUSION

Please return one adopted copy of this letter to the Chief Executive Office, Capital Projects Division; Department of Parks and Recreation; and Internal Services Department.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:RG:SK
DJT:CV:zu

Attachment

c: Executive Office, Board of Supervisors
 Arts Commission
 County Counsel
 Internal Services Department
 Parks and Recreation

**REGIONAL AGENCY MODULAR REFURBISHMENT PROJECT
AT THE EAST AGENCY YARDS
CAPITAL PROJECT NO. 86935**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Board Approval	8/20/10
Purchase Order Contract	10/15/10
JOC Contract	10/1/10
Construction Documents	1/31/11
Jurisdictional Approvals	3/15/11
Start Construction	3/15/11
Substantial Completion	9/15/11
Project Acceptance	11/30/11

II. PROJECT BUDGET SUMMARY

Project Activity	Proposed Budget
Land Acquisition	\$ 0
Construction	
Purchase Order Contract – Master Agreement Vendor	\$ 646,100
Job Order Contract	102,000
Change Orders/Contingency	20,000
Departmental Crafts	25,000
Youth Employment	0
Construction Consultants	0
Misc. Expense	100,000
Telecomm Equip – Affixed to Building	0
Civic Arts	8,900
Subtotal	\$ 902,000
Programming/Development	\$ 0
Plans and Specifications*	\$ 0
Consultant Services	
Site Planning	\$ 0
Hazardous Materials	0
Geotech/Soils Report and Soils Testing	0
Material Testing	0
Cost Estimating	0
Topographic Surveys	0
Construction Management	0
Construction Administration	0
Environmental	0
Move Management	0
Equipment Planning	0
Utilities/Change Order	100,000
Other Expenditures	26,000
Subtotal	\$ 126,000
Miscellaneous Expenditures	\$ 0
Jurisdictional Review/Plan Check/Permit	\$ 0
County Services	
Code Compliance Inspection	\$ 0
Quality Control Inspection	0
Design Review	0
Design Services	0
Contract Administration	0
Project Management	0
Project Management Support Services	0
ISD Job Order Contract Management	0
DPW Job Order Contract Management	4,500
ISD Communications/Data	90,250
Project Security	0
Project Technical Support	0
Office of Affirmative Action	1,250
Gordian Group	2,000
Subtotal	\$ 98,000
TOTAL	\$1,126,000